

QUERY INSTRUCTION FOR LOOKING UP “BIDDERS”

The Query you are about to run will provide you information on any current company in the Bidder database. This database contains who are interested in doing business with the State. The Bidder database companies generally have not been awarded a contract/purchase order with the State or who have not presented a W-9 to IDOA.

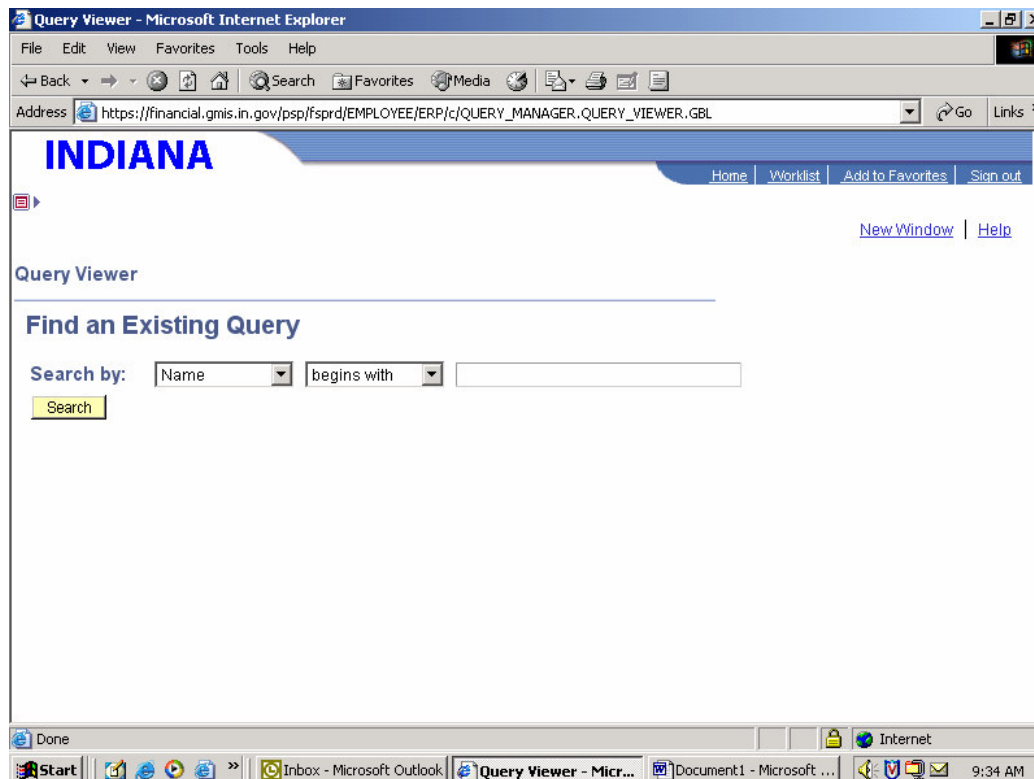
This database is kept separate from the Vendor database. The Vendor database contains companies that either have or have had a contract/purchase order with the State or companies that have submitted a W-9 to IDOA. If you do not find enough companies to solicit a specific service/product or are looking for M/WBE companies you should conduct a search of the Bidder database. All companies wanting to become M/WBE certified must be listed in the Bidder database.

To send solicitations to companies on the Bidder database you will need to send them the “Public Notice to Vendors” and other required documents by email, fax or regular mail. If the company(s) you have solicited by sending the “Public Notice to Vendors” have been determined to be the company to be awarded the solicitation you must obtain and submit a completed W-9 for entry to PeopleSoft before award. Once the “new” company is created in PeopleSoft you must solicit the company like you normally would.

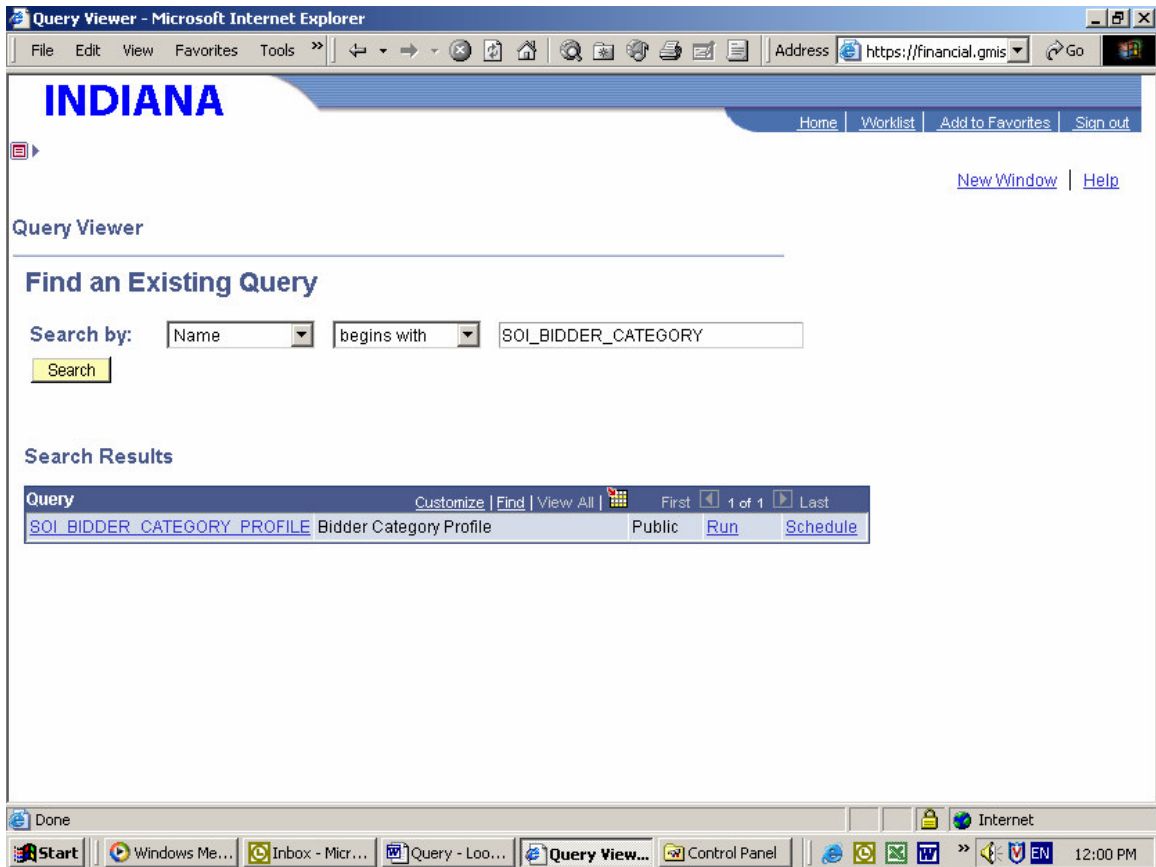
Log in to PeopleSoft

Navigation: Reporting Tools
 >Query
 >Query Viewer

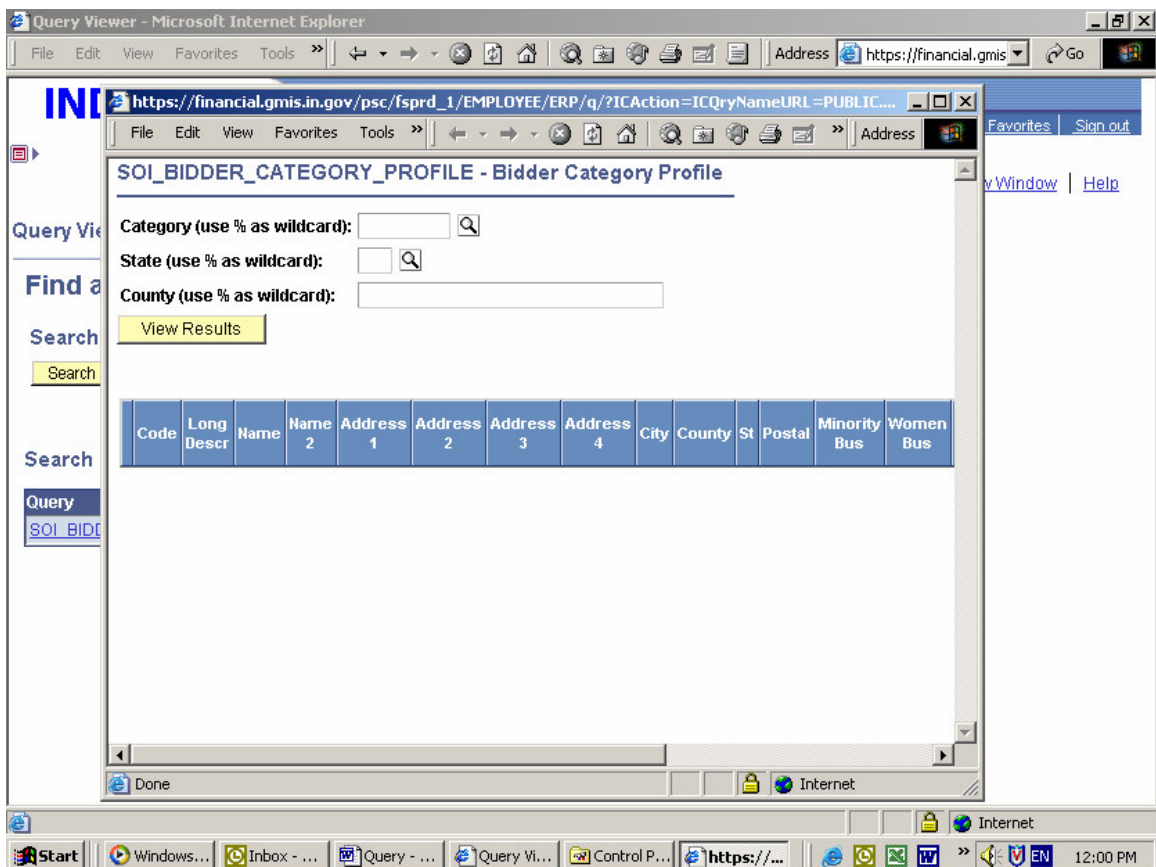
Panel will open up that looks like this:



- Click inside the empty box and type: SOI_BIDDER_CATEGORY_PROFILE (underlines between the words) this report pulls from the Bidder file.
- Click Search
- Report will pull up and panel will look like this:



- Click “RUN” and a new window will open where you will enter your criteria for the search. The window will look like this:



You may maximize this window if you wish.

- Enter the UNSPSC number from which you wish to see bidders in the field named **Category**:
- The **State** field is used in two ways. If you wish only to see bidders in a specific state you may enter the state two letter abbreviation. If you wish to see all bidders in a specific category, you may enter a % sign as a wild card and receive all bidders registered.
- The **County** field is used in two ways. If you wish only to see bidders in a specific county you may enter the county name. If you wish to see all bidders in a specific category, you may enter a % sign as a wild card and receive all bidders registered.

Query results look like this:

The screenshot shows a web browser window with the URL https://financial.gmis.in.gov/psc/fsprd_1/EMPLOYEE/ERP/q/?ICQryName=SOI_BIDDER_CATEGORY_PROFILE. The page title is "SOI_BIDDER_CATEGORY_PROFILE - Bidder Category Profile".

Search filters:

- Category (use % as wildcard): 82121507
- State (use % as wildcard): %
- County (use % as wildcard):

A "View Results" button is present.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (25 kb)

View All

	Code	Long Descr	Name	Name 2	Address 1	Address 2	Address 3	Address 4	City	County	St	Postal
1	82121507	Stationery or business form printing	Crabar/GBF		NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	N/A	N/A
2	82121507	Stationery or business form printing	FINELINE PRINTING & MAILING		NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	NO ORDERING ADDRESS	N/A	N/A
		Stationery or	Cart Print		NO	NO	NO	NO	NO	NO		

- To get the spreadsheet into an Excel format, click on the link named "Excel Spreadsheet". A box that looks like this will pop up...click save:

The dialog box is titled "File Download". It contains the following information:

- File name: q
- File type: Microsoft Excel Worksheet
- From: financial.gmis.in.gov

A warning icon and text state: "This type of file could harm your computer if it contains malicious code."

The question "Would you like to open the file or save it to your computer?" is asked.

Buttons: Open, Save, Cancel, More Info.

A checkbox "Always ask before opening this type of file" is checked.

Be sure you select the file type of "Excel" so that you may sort the data.

There are many other helpful queries available. The below table may help you find other queries that would be helpful to you. Steps are basically the same, but if you wish to run queries you should really take the basic query training class. It will teach you to run queries and to modify existing queries to make them what you need. Training info is posted on our web site.

#	Description	Explanation	Query Name
1	Buyers Listing Buyers for a Business Unit	Prompts: Business Unit. Displays: Buyer ID, Name, and Buyer defaults such as Event Status, PO Status, Chartfields, Ship-to code, Location code, Suggested Vendor Override, etc.	SOI_BUYER_SETUP
2	Locations Listing All Locations for a Business Unit	Prompts: Business Unit (Last 3 digits of Business Unit followed by % (i.e. 430%)). Displays: Location ID, Description, and other information such as Active Status, Street Address, County, Phone/Fax, etc.	SOI_LOCATIONS
3	Operators Listing All Operators for a Business Unit	Prompts: Business Unit (% and last 3 digits, (i.e. %430)). Displays: Operator ID, Name, Email, and other information such as Lockout status, Last Login time, Last Password change, etc.	PS_OPER_DEFN
4	PO Business Unit Lookup Business Unit by PO ID	Prompts: PO number. Displays: Business Unit, Buyer, and Vendor for a PO.	SOI_PO_LOOKUP
5	PO Encumbrances PO's w/remaining Encumb by Business Unit	Prompts: Business Unit and Budget Ref. Displays: Remaining PO encumbrances for agencies using PeopleSoft full Financials.	SOI_PO_REMAINING_ENCUMBRANCE
6	PO Information 1 PO Header and Distribution	Prompts: Business Unit (with % wildcard), Vendor (with % wildcard), Budget Ref (with % wildcard), and PO From/Through Dates. Displays: PO status and other information.	SOI_POS_BY_VENDOR_AND_BU
7	PO Information 2 PO Header and Distribution	Prompts: Business Unit, PO From Date, and PO number (with % wildcard). Displays: PO status and other header information.	SOI_PO_HDR_LN_DISTRIB
8	Req Information Req Header and Chartfield	Prompts: Business Unit, Req From Date, and Req ID (with % wildcard). Displays: Requisition status and other header information.	SOI_REQ_HDR_LN_DISTRIB

9	Reqs Open Listing Select all Reqs not comp/canc	Prompts: Business Unit. Displays: Outstanding requisitions, Date Entered, and Buyer.	SOI_REQTRAK_REQ
10	Reqs Pre-Encumb with no PO Reqs not PO'd w/ >\$0 PreEnc	Prompts: Business Unit and Budget Ref. Displays: Pre-encumbrance balances for requisitions not yet on POs for agencies using PeopleSoft full Financials.	SOI_REQ_REMAINING_PREENC
11	Reqs Pre-Encumb with PO Reqs PO'd w/ >\$0 PreEnc	Prompts: Business Unit and Budget Ref. Displays: Pre-encumbrance balances for requisitions on POs for agencies using PeopleSoft full Financials.	SOI_REQ_REMAINING_PREENC2
12	Requesters Listing Requesters for a Business Unit	Prompts: Business Unit. Displays: Requester ID, Name, and Requestor defaults such as Chartfields, Ship-to code, Location code, etc.	REQUESTERS_DEFAULTS_BY_AGENCY
13	RFQ Information SOI-RFQ Award Analysis	Prompts: Business Unit and RFQ ID. Displays: RFQ information used for analysis of quotes for award and required with more than 15 items.	SOI_RFQ_AWARD_ANALYSIS
14	Vendor Profile Listing Approved Vendor Catg/Profile	Prompts: Group ID (with % wildcard) and City (All Caps with % wildcard). Displays: Vendor profile information.	SOI_VENDOR_CATEGORY_PROFILE